



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Academic Officer

# DCPS Afterschool Program Parent/Guardian Handbook 2010-2011



Photo by Michael DeAngelis

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## Message from Chancellor Michelle Rhee

August, 2010

Dear DCPS Parents and Guardians,

Welcome to the DCPS Afterschool Program for the 2010 – 2011 school year! The way your child spends his or her time after school is incredibly important, and we hope you will enroll your child this year.

Research shows that quality afterschool programs improve children's personal, social, and academic skills, as well as their self-esteem. Teens who do not participate in afterschool programs are nearly three times more likely to skip classes than teens who do participate, and more likely to use marijuana or other drugs. The use of out-of-school time may even be the primary culprit for the nationwide achievement gap between poor and minority students and their white counterparts.

Our staff is working closely with your school's afterschool coordinator to provide programming that is aligned to the research, and afterschool coordinators are working with DCPS teachers and aides, community and neighborhood based organizations (CBOs and NBOs) and your school's principal to implement it at your child's school.

### **What will your child do after school?**

Afterschool time in DCPS is more than supervised study time. Schools are charged with providing meaningful programming that helps your child to be engaged in learning and successful in school. It includes an academic power hour, enrichment programming such as art or music time, wellness activities, and even dinner every day. Every school fits into a larger vision but is also unique to your community, so please feel free to contact your afterschool coordinator for additional details.

### **We need you.**

We cannot do this important work without your help. Thank you for all of the ways you engage your child in conversation about what he or she is learning in school. Keep asking probing questions that challenge your child to think critically and be a creative problem-solver.

### **Answers to your Questions – Policies and Procedures**

I hope this guide is a helpful reference for you throughout the school year. If you have additional questions, suggestions or comments, please contact the afterschool coordinator at your school, or call our Office of Out-of-School Time (OST) at (202) 442-5002.

We are looking forward to working with you to provide afterschool programs that challenge your children to learn and explore. Thank you for doing this rewarding work with us.

Sincerely,



Michelle Rhee

### **Fun Fact:**

Did you know that attending power hour every day of the school year is equivalent to obtaining **26 extra days of school?**

Attending all three hours of afterschool programming every day of the school year enables students to gain **79 additional days (or four months) of school!**

### **Mission Statement, Office of Out-of-School Time**

The mission of the Office of Out-of-School Time is to expand opportunities for positive youth development through high-quality, affordable academic, wellness and enrichment programming outside of the traditional school day.



Photo by Bel Perez-Gabilondo

### **The Afterschool Coordinator**

The coordinator's job is to collaborate with all parties in afterschool—the principal, parents, students, CBOs, NBOs, teachers, aides and OST—to enable the program to function efficiently. The coordinator also handles the administrative tasks related to the afterschool program, including:

- Enrolling students and maintaining attendance,
- Attending trainings and meetings at the school and with other coordinators,
- Monitoring the program and reporting successes and issues,
- Collecting, storing, and providing OST with co-payments to be used to enhance programming,
- Engaging with the local community concerning afterschool needs, and
- Collecting and maintaining accurate timesheets and approving time for afterschool staff.



## Afterschool Programming

### Academic Enrichment

The DCPS Afterschool Program includes an hour focused on academics. If your child is in elementary school, s/he will participate in an academic power hour. If your child is in middle school, s/he will participate in academic clubs. The academic program is aligned to the DC CAS and is designed to reinforce the

content and skills that your child learns during the school day. Lessons are engaging so that students can have fun while developing their knowledge and skills. Half of the power hour or club focuses on reinforcing lessons from the school day. Teachers provide homework assistance during the other 30 minutes of academic programming.

To support your child's power hour or club experience, please:

- Inquire about what s/he learned in afterschool. Ask your child how what s/he learned during the power hour or club relates to what s/he is learning during the school day.
- Provide time and space for him/her to complete homework at home. Understand that since the academic power hour and club hour combine time for homework and for targeted instruction, your child likely will need time at home to complete his/her homework.

For preschool, pre-K and kindergarten students, afterschool staff will provide age appropriate programming. Activities will develop students' skills, including motor and reading skills.

**"Some of the students [in the afterschool program] were failing at the beginning of the year. Now, they're passing, even making A's and B's. This year has been a big improvement for them."**

**-An Afterschool Coordinator**

### Afterschool and SES Tutoring

Teachers provide academic support during the power hour. Supplemental Educational Services (SES) provide extra help to DCPS students in grades K-12 who are eligible for free or reduced-price meals and attend schools designated as "in need of improvement year two or beyond." If your child's school qualifies, you will receive notification prior to the start of the school year. Eligible students can receive tutoring in reading, language arts, science and/or mathematics. The services are provided outside the regular school day, which can include times after school, before school and on Saturdays. SES is unaffiliated with the DCPS Afterschool Program and has a separate enrollment process that concludes in

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or before November. However, students may participate in both SES and afterschool programming. Please contact **202-442-5149** if you would like to obtain additional information about enrolling your child in SES.

### **Enrichment**

DCPS teachers and aides, along with staff from CBOs, provide enrichment activities for students after the academic power hour or academic club. Activities vary by school and may include arts and crafts, music, dance, theater and more.

Please check the DCPS website ([www.dcps.dc.gov](http://www.dcps.dc.gov)) or talk to the afterschool coordinator at your child's school to learn about the programs in which your child may participate, including the structure, activities, and enrichment offerings at your child's school.



### **Wellness**

DCPS teachers and aides, as well as staff from CBOs or NBOs, will provide wellness activities. While specific programming varies by school, activities range from structured athletic events to free play in the gym or outdoors to programs that promote healthy eating and lifestyles.

### **Special Events**

The DCPS Afterschool Program and the CBOs and NBOs that are part of it at a particular school may sponsor special events during the year. Please contact your coordinator for more information on dates/times for these events.

### **Supper—NEW for SY 2010-2011!**

In SY 2010-2011, DCPS will provide a nutritious supper for every afterschool student each day that afterschool is in session. Your child's afterschool coordinator will make the supper menu available each month so that you know what your child will be eating.

### **DCPS Athletic Program**

The Department of Athletics provides a comprehensive Interscholastic Athletic Program for DC Public School. Students in grades four through twelve who meet the eligibility requirements are able to participate.

### **Other Beneficial Programming**

Many afterschool programs also perform community service, go on field trips, and participate in other meaningful activities. Your coordinator will provide details about opportunities planned for your child.



"I'm so proud of my kids. Their test scores are better, and they're getting along with each other better, too."

-An Afterschool Coordinator

## Afterschool Hours and Dates of Operation

Afterschool normally operates from 3:30-6:30 p.m. after every full school day, including the first day of school. The program runs during the following dates of each semester:

- August 23, 2010-December 17, 2010
- January 3, 2011-June 16, 2011

**There is no afterschool programming on half-days, holidays, parent-teacher conference days, canceled days (such as days with inclement weather), or professional development days.** Therefore, afterschool programming is *not* scheduled to occur on the following dates, which are subject to change:

- |                 |                 |                |
|-----------------|-----------------|----------------|
| • 9/6/2010      | • 12/20-31/2010 | • 3/18/2011    |
| • 9/17/2010     | • 1/14/2011     | • 3/25/2011    |
| • 10/11/2010    | • 1/17/2011     | • 4/15-25/2011 |
| • 10/18/2010    | • 1/21/2011     | • 5/16/2011    |
| • 10/28-29/2010 | • 2/18/2011     | • 5/30/2011    |
| • 11/11/2010    | • 2/21/2011     | • 6/17/2011    |
| • 11/25-26/2010 | • 2/28/2011     |                |

Check with your coordinator for updates on your child's afterschool programming schedule.

## Enrollment Information

Any DCPS student in **preschool to high school** may enroll in afterschool during the regular school year at participating schools. Please see a list of participating schools in the Appendix. To enroll



Photo by Michael DeAngelis

your elementary or middle school child in afterschool, please contact your school's afterschool coordinator. You may download Part A of the Enrollment Packet by visiting <http://dcps.dc.gov/DCPS/Beyond+the+Classroom/Afterschool+Programs>. Your child's afterschool coordinator then will provide you with Part B of the enrollment packet. High school students should speak with their

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coordinator for more information about enrollment.

Afterschool coordinators will start distributing enrollment packets on August 23<sup>rd</sup>. **If you submitted an *Intent to Enroll* form and want your child to participate in programming after September 7<sup>th</sup>, you must submit all enrollment packets and documentation by September 3<sup>rd</sup>.**

The coordinator or an assisting staff member will review each enrollment packet and accompanying documentation with you. S/he will determine your daily co-payment and will help you complete all co-payment information in the enrollment packet.

Since enrollment in the DCPS Afterschool Program may be ongoing, students who enroll after September 7, 2010 must provide completed enrollment packets, corresponding documentation and the necessary co-payment prior to attending the program.

You must provide certain documentation in order to enroll your child in afterschool. Please see page 11 (“Co-Payment Overview: Free & Reduced Co-Payment”) for details about the documentation that is needed to calculate your co-payment.

## **DCPS Afterschool Program Eligibility FAQ**

### **Who may participate in the DCPS Afterschool Program?**

The DCPS Afterschool Program is open to any DCPS student who wants to participate and who is able to do so safely and responsibly, as long as there is space available. Space availability is determined based on the staff-to-student ratio required by DC law.

### **May students with special needs participate in the DCPS Afterschool Program?**

Yes, as long as they are able to do so safely and responsibly.

### **How is the decision whether a child can participate safely and responsibly in the DCPS Afterschool Program made?**

If there is a question as to whether a child will be able to participate in the DCPS Afterschool Program safely and responsibly, the afterschool coordinator should set up a meeting with the child’s parent/guardian, the school’s special education coordinator (when applicable), and, when possible, the child’s school-day and afterschool teachers. This team will work together to determine whether/what modifications and adjustments can be made to address the child’s needs and to help facilitate the child’s successful participation in the program without changing the staffing ratio. Once a plan has been developed, the team will try the modifications for two weeks (10 afterschool programming days).

### **Who makes the final decision as to whether a child can participate safely and responsibly in the DCPS Afterschool Program?**



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At the end of the two weeks of trying the modifications, the afterschool coordinator and the afterschool teacher(s) will decide whether the child will be able to continue to participate in the DCPS Afterschool Program. If they find that the modifications have been successful, and the child is able to participate safely and responsibly in the DCPS Afterschool Program with the modifications in place, then the child will be allowed to continue on in the program with the modifications. If they find that with the modifications in place the child was not able to participate safely and responsibly in the DCPS Afterschool Program, then the child will not be able to continue on in the program.

**Will DCPS provide an individual aide to accompany my child in the Afterschool Program if other modifications are not successful?**

DCPS is not able to provide an individual aide to accompany a child during the afterschool program.

**If I want to provide an individual aide to accompany my child during the Afterschool Program, will I be allowed to do so?**

Yes. If a child wants to participate in the DCPS Afterschool Program with an individual aide provided by the child's family or some other source of outside funding, the child will be allowed to do so, but the aide will need to pass the standard DCPS background check, agree to follow the procedures of the afterschool program and be approved by the afterschool coordinator before he/she will be allowed to work in the DCPS Afterschool Program.

## Co-Payment Information

### OSSE Support/Federal Funds

The Office of the State Superintendent of Education (OSSE) provides approximately two-thirds of the funding that runs the DCPS Afterschool Program. Their support is crucial to the program's success. To receive this support, DCPS is required to:

- Keep up-to-date records on our students
- Collect co-payments
- Gather information about income eligibility from parents to determine co-payments

Because OSSE funds the DCPS Afterschool Program, **DCPS is required to collect co-payments from students who do not qualify for free programming.**



Photo by Simona Monnatti

## How to Determine Your Co-Payment

Co-payments are required for each day of every student's afterschool programming, unless you fall into one of the exemption categories. These include students who qualify for Temporary Assistance for Needy Families or an income-based reduction; foster children; and children of teenaged parents enrolled in DCPS.



Photo by Michael DeAngelis

If you are applying for a reduction or exemption from making payments for afterschool programming, please read all of the information below, and provide the documentation required for *Documentation of Relationship to the Student* and *Income Documentation* as listed under "Co-Payment Overview: Free & Reduced Co-Payments" on page 11.

If you agree to pay \$5 for every day that your child attends DCPS afterschool programming, then you must agree to the policies outlined below under "Co-Payment Overview: Payment Requirements" and agree to follow the payment plan, including dates and amounts, listed under "Payment Schedule" below.

### Co-Payment Overview: Payment Requirements

In order for your child to participate in the DCPS Afterschool Program, you need to make monthly payments prior to the start of each month. You will be charged \$5 for each day that your child attends DCPS afterschool programming, regardless of the number of hours attended, unless you prove with the appropriate documentation (see below) that your child is eligible for free or reduced-price programming. We accept money orders, certified checks and cashier's checks.

The payment schedule is as follows:

**Payment Schedule**

<b>Month</b>	<b>Date Due</b>	<b>Amount Due</b>	<b>Days of Programming</b>
September	September 17 <sup>th</sup>	\$85.00	17
October	September 30 <sup>th</sup>	\$95.00	19
November	October 28 <sup>th</sup>	\$90.00	18
December	November 30 <sup>th</sup>	\$65.00	13
January	December 17 <sup>th</sup>	\$95.00	19
February	January 31 <sup>st</sup>	\$85.00	17
March	February 25 <sup>th</sup>	\$110.00	22
April	March 31 <sup>st</sup>	\$70.00	14
May	April 21 <sup>st</sup>	\$100.00	20

June	May 31 <sup>st</sup>	\$65.00	13
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## Co-Payment Overview: Free & Reduced Co-Payments

If you would like to apply for a reduction to or exemption from afterschool payments, you must bring documentation of relationship and income documentation in addition to your enrollment packet. The following documents will be accepted:

### Documentation of Relationship to the Student

**One of the following documents may be used to demonstrate that you are your child's parent or guardian:**

- Documentation of TANF-eligibility that includes child(ren)'s name(s) – Please bring either:
  - An Automated Client Eligibility Determination System (ACEDS) printout (active case with the child's name listed), or
  - A letter with the child's name listed from the TANF worker;
- Birth certificate (large format – must include parents' names);
- Adoption papers/Court papers; or
- A referral from a DC Government Agency



### Income Documentation

**One of the following documents may be used to verify your income:**

- Documentation of TANF-eligibility – Please bring either:
  - A letter with the child's name listed from the TANF worker, or
  - An ACEDS printout (active case with the child's name listed)
- A letter from your employer
  - NOTE: This is acceptable only if you have a new job or are employed as a domestic employee and do not receive pay statements. The letter must specify hours of work and salary.
- The three (3) most recent consecutive pay statements (original statement) for every adult in the household
  - NOTE: At least one must be dated no more than 30 days prior to the date of application.
- If you are self-employed only, a copy of your most recent tax return (and all related schedules)

## Pick-Up Policies and Procedures

### Student Pick-Up Policy

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Students can be picked up by any of the people listed on the DCPS Afterschool Program Enrollment Application. Students also can be picked up by another adult, sibling, or cousin, as long as written permission is submitted to the afterschool coordinator by the parent/guardian. Students may walk home on their own if that option is listed on the Enrollment Application, but they can walk home early only if parents/guardians submit written permission to the afterschool coordinator.

### Policy for Late Pick-Up

1. As your child's parent/guardian, you or another approved person as defined in the DCPS Afterschool Program enrollment application should **pick up your child from afterschool by 6:30 p.m. or at the end of the program, whichever comes first. Some schools may choose to implement a late fee of \$1/minute when a parent/guardian is late in picking up his/her child.** All fines collected will be used to purchase educational games or other materials for the afterschool program. Please speak with your coordinator for details about the specific late pick-up policy at your child's school.
2. If your child is not picked up by the end of the program, the afterschool coordinator will call every phone number listed in your child's enrollment application to locate an adult who can pick up the student.
3. In the event that the coordinator cannot reach you or your child's emergency contact(s) 60 or more minutes after the end of programming, the afterschool coordinator will call Child and Family Service Agency (CFSA) at 202.671.7233.
4. If you or another approved adult arrive(s) prior to the CFSA representative, the afterschool coordinator will contact CFSA again to report the update.
5. If CFSA is called, the afterschool coordinator and the security officer will stay with your child until a CFSA representative has arrived, gathered all necessary information, and left the building with your child.
6. Right after your child is escorted from the building by CFSA representatives, the coordinator will e-mail the school's principal, the OST Manager of Human Capital and Training, and the OST Director to explain what occurred.
7. Within 24 hours of the incident, the afterschool coordinator will fill out the Office of the State Superintendent of Education Unusual Incident Report. The coordinator will keep a copy of the report and will give a copy to the OST Manager of Human Capital and Training, the OST Director, and the principal.



Photo by Michael DeAngelis

8. If all of the above steps occur, your child may not return to the afterschool program until the afterschool coordinator and/or principal has spoken with you or, if appropriate, the case worker, and has agreed to a plan by which your child will be picked up on time.

“These kids are awesome. They’ve changed my life. I love working with them!”

-A City Year Volunteer



Photo by Bel Perez-Gabilondo

### Supporting Your Child

**Your involvement with your child’s school and afterschool programming is critical for his/her success.** You will receive regular newsletters, updates, and materials from your afterschool coordinator; please use these as a way to engage with both your school and your child. Your **support at school**—giving your coordinator feedback, offering to volunteer in the school—will bolster program quality. In addition, your **support at home**—working with your child

on academic skills, homework and behavior—will enhance your child’s afterschool experience and will increase his/her success in school. Thank you for your involvement!

### Parent Satisfaction and Communication

If you have a question, concern, or idea for the program, contact your coordinator! If you have problems or questions related to afterschool overall, please contact the Office of Out-of-School Time at (202) 442-5002.

### Parent Survey

Once a year you will receive a parent survey on the afterschool program. Your opinions matter to us and help us shape programming for the year to come. Your coordinator will have more information.

### Current Contact Information

Your child’s safety is important to us. Updated contact information is essential to ensure your child’s safety in case of an emergency and to keep you updated on your child’s progress. If your contact information changes throughout the school year, please **inform your coordinator**.



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**Your voice matters! Open communication with your coordinator helps the program run, so please keep in touch!**

“We have a big test in social studies tomorrow about the explorers. We’re working on our study guides. I think I’m ready for the test now!”

-A 4<sup>th</sup> grade student interviewed during the academic power hour at Francis-Stevens Education Campus

## Student Policies and Procedures



### Rules in the Afterschool Program

All DCPS-level and school-wide rules apply during afterschool programming as in the regular school day. All students are expected to meet behavioral standards. The discipline procedures and consequences detailed in Chapter 25 of the District of Columbia Municipal Regulations apply during the afterschool program.

### Attendance

Afterschool coordinators keep attendance records for every day of afterschool programming. During pick-up, all students must be signed out by a parent/guardian or another adult approved by the parent/guardian. Students who have permission to walk home can sign out themselves. While poor attendance will not result in a student’s dismissal from afterschool, students will reap myriad benefits from afterschool only with consistent attendance, whole-hearted commitment and effort. In particular, we encourage students to stay for a whole day if they need extra support in academics.

### Removal of Students from the Program

Although we do not remove students from the program for lack of attendance, students may be asked to leave the program if they demonstrate severe behavioral issues, as they would during the regular school day. For more information on behavior and discipline, look at the DCPS Student Discipline Policy, District of Columbia Municipal Relations (DCMR) Chapter 25, which can be found on the DCPS web site ([dcps.dc.gov](http://dcps.dc.gov)). **Students who have accrued one month of programming without providing adequate payment also can be removed from afterschool.**



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## Appendix A

### Afterschool Programs, SY 2010-2011

#### Elementary Schools (ES)

Aiton ES, Amidon ES, Bancroft ES, Barnard ES, Beers ES, Brent ES, Bruce-Monroe at Park View ES, Burrville ES, Capitol Hill Cluster-Peabody & School-within-School, Cleveland ES, H.D. Cooke ES at K.C. Lewis, Davis ES, Drew ES, Ferebee-Hope ES, Garfield ES, Garrison ES, C.W. Harris ES, Hendley ES, Houston ES, Kenilworth ES, Ketcham ES, Kimball ES, King ES, Leckie ES, Ludlow-Taylor ES, Malcolm X ES, Marshall ES, Maury ES, Miner ES, Moten at Wilkinson ES, Nalle ES, Reed Learning Center, River Terrace ES, Ross ES, Savoy ES at Birney, Seaton ES, Simon ES, Smothers ES, Stanton ES, M.C. Terrell/McGogney ES, Thomas ES, Thomson ES, Tubman ES, Turner at Green ES, Tyler ES, Wheatley ES, J.O. Wilson ES

#### Educational Centers (EC)

Brightwood ES, Brookland at Bunker Hill ES, Burroughs ES, Browne EC, Emery ES, Francis EC, La Salle EC, Mamie D. Lee, Noyes ES, Oyster Bilingual School, Adams Bilingual School, Powell ES, Prospect Learning Center, Takoma EC, Truesdell ES, Shaed ES, Walker-Jones EC, West EC, Whittier EC, Winston EC

#### Middle Schools (MS)

Columbia Heights EC – Lincoln, Deal MS, Eliot MS, Hart MS, Jefferson MS, Johnson MS, Kelly Miller MS, Kramer MS, MacFarland MS, Shaw at Garnet-Patterson MS, Sousa MS

#### Senior High Schools (SHS or HS)

Anacostia SHS, Ballou SHS, Banneker SHS, Cardozo SHS, Columbia Heights EC – Bell SHS, Coolidge SHS, Dunbar SHS, McKinley Technology HS, Moore Academy SHS, Phelps SHS, Roosevelt SHS, School Without Walls SHS, Spingarn SHS, Woodrow Wilson SHS, Woodson SHS at Fletcher-Johnson Education Complex



Photo by Bel Perez-Gabilondo

## Highlights from Afterschool SY 2009-2010

- A performance at a Washington Wizards game
- An invitation to the White House
- “International Days” in which students studied different countries, cultures, and traditions
- A student-led dance to “Thriller,” performed in honor of Michael Jackson
- Visits to the Smithsonian museums and the monuments
- Student performances for many major holidays
- Community service projects focusing on homelessness in DC and cleaning up the environment
- Performances of raps and songs to raise money for Haiti earthquake victims.



Photo by Michael DeAngelis



Photo by Michael DeAngelis